Alexandra Reyes
482 Birchwood Lane
Portland, OR 97205
Phone: (503) 555-0142
Email: alexandra.reyes@example.com

Alexandra Reyes, 482 Birchwood Lane, Portland, OR 97205

Ms. Harriet Okonkwo
Director of Operations
Cascade Manufacturing Co.
1190 Industrial Parkway
Portland, OR 97220

Portland, August 27, 2026

Request for Extension of Service Contract #SC-2291

Dear Ms. Okonkwo,

I am writing on behalf of Birchwood Property Management to request a three-month extension to our current maintenance contract (#SC-2291), which is due to expire on 30 September. The extension would carry the agreement through to 31 December on unchanged terms.

The delay is administrative rather than substantive: our board's annual budget review, which must approve any new contract before it is signed, has been rescheduled to November. Extending the existing agreement avoids a coverage gap for the two buildings your team currently services, and gives both parties time to negotiate next year's terms without pressure from an looming deadline.

If a short extension addendum is the simplest way to handle this on your end, I would be glad to review and sign a draft this week. Please let me know what documentation your office needs from us to proceed, and whether a brief call would be more useful than further correspondence.

Yours sincerely,

Alexandra Reyes

P.S. I have copied our facilities coordinator, Marcus Webb, who can answer any scheduling questions in my absence.